

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

April 23 - City Council Meeting
Agendas

Looking Ahead

Monday, April 22: School Board,
Parks and Rec. Board meetings

Thursday, April 25: Parking
Authority meeting

Tuesday, April 30: Last day to
purchase 2019 Dog Tags

Wednesday, May 1: Filing
deadline for Business Personal
Property

Stay Informed!

- CitE-News & ActivitE-News
- Latest News
- Get Alerts
- Mobile App
- OpenGov
- **WATCH!** publiCITY news show
4/24: OTW Improvements
- **LISTEN!** Rouss Review podcast
4/25: Summer Park Programs



The Winchester Police Department decorated Easter cookies with the members of the Shenandoah Area Agency on Aging on April 16 during the second annual Cookies with a Cop event.

City Manager's Takeaways

Attended luncheon with the City's Telecommunications professionals to kick off National Public Safety Telecommunicators' Week recognizing their dedication to the safety of our community.

Attended quarterly meeting of Regional Jail Authority Board where the FY2020 Annual Budget was approved. All member localities' contributions are decreasing in FY2020.



Public Safety

Winchester Police

- Attended the Emergency Communications Center appreciation dinner for National Telecommunicators Week.
- Conducted police applicant interviews and scheduled fitness tests.
- Announced open Records Clerk position with 51 applications reviewed.
- Attended the Apple Blossom Festival planning, SA Coalition, Crisis Negotiation Team, and Neighborhood Watch meetings, K-9 training, Rally in the Alley, and Drug Court.
- Participated in a trash cleanup with Code Enforcement staff.
- Held Cookies with a Cop event with the Shenandoah Area Agency on Aging.
- Violent crimes:
 - Crimes against persons (felony) - 7
 - Crimes against persons (misdemeanor) - 20
- Property crimes:
 - Residential Burglaries - 2
 - Commercial Burglaries - 1
 - Other - 8

Winchester Fire and Rescue

- Prepared to staff the Apple Blossom Carnival.
- Attended Apple Blossom Festival meeting.
- Completed annual Work Performance Evaluations.
- Working with Communications, filmed a video thanking the Emergency Communications Department for their hard work and dedication.
- Conducted Strategies and Tactics Training.
- Held pre-bid meeting for new Live Fire Training facility for the training center - five contractors attended.
- Completed Immediate Danger to Life and Health (IDLH) burn for the recruit class at Shenandoah County Fire and Rescue training center.
- Attended training classes at the National Fire Academy this week - graduation on Friday.
- Attended a meeting with representatives of CarMax for project development and a meeting hosted by Bright Futures to gain interest in expanding their Lunch Buddies program to include the Winchester and Frederick County Fire Departments.
- Conducted Fire Marshal's training for new recruits.

Police Activity	#
Calls for Service	1,034
Crash Reports	15
DUI/DWI	0
Alarms/False Alarms	22/22
Directed Patrols	62
Directed Patrols (OTW)	9
Extra Patrols	197
Extra Patrols (OTW)	3
Traffic Citations	58
Traffic Warnings	43
BWC reports	28
Special Events Permits Received/ Approved	3/9 39 rec'd YTD

Fire Activity	#
Fire	1
Overpressure	0
EMS/Rescue	89
Hazardous Cond.	5
Service Call	7
Mutual Aid Given	12
Good Intent	3
False Alarms	3
Special Incident	0
Plan Review	0
Inspections	12
Reinspections	11

Emergency Management

- Inventoried the pet trailer and tested all functions.
- Picked up state cache radios from Harrisonburg in preparation for Apple Blossom and set up the auxiliary room for cache radio programming.
- Continued the Emergency Management transition with former director.
- Met with AT&T on Uplift Management for cellular communications devices.
- Completed Virginia Department of Emergency Management annual report.
- Attended Apple Blossom planning meeting. Final NIMS meeting before the start of the festival will be held next week.

Development Services

Economic Redevelopment

- Held the monthly Economic Development Authority meeting; 60-day extensions to the Memorandum of Understandings with Providence Capital Partners and Lynx Ventures were approved by the EDA board.
- Participated in the Workforce Initiative Summit with regional workforce development partners.
- Attended the Housing Coalition Steering Committee meeting where issues pertaining to housing availability and affordability were discussed.
- Met with regional economic development partners to discuss applicants for a regional talent attraction/retention study.
- Attended the Old Town Advancement Commission's Promotions committee meeting to discuss a Shop Local program.

Winchester/Frederick County Tourism

- Continued distribution of the new 2019 Visitor Guide.
- Acted as step-on guide for an FBI familiarization tour for potential employees relocating out from Northern Virginia to the new facility on Route 50. Mayor, City Manager, Development Services Director, County Board of Supervisors Chairman, Deputy County Administrator, and County EDA Director gave a welcome to the group while in Old Town.
- Held a Tourism Marketing Committee meeting to establish an FY20 marketing budget and set priorities and additional resources such as video production, photography, new ad campaign, research, etc.
- Held the April Tourism Board meeting on Thursday.
- Held a Tourism Ambassador Taskforce meeting to evaluate avenues to grow and expand the program.
- Attended the Chamber of Commerce's Marketing and Branding Committee meeting.
- Met with Jo Ann Emmons from the HOG Rally to get fully up to speed on all aspects of the Rally.

Old Town Winchester (OTW)

- Conducted tour of Old Town Winchester for the City's INSIGHT Citizen's Academy.
- Met with VA Foodie regarding the OTW Farmers Market.
- Worked on outreach and promotion for the OTW Farmers Market opening May 11.
- Mailed the Apple Blossom postcard with OTW Farmers Market information to all downtown addresses to highlight road closures and other information.
- Coordinated with ShenArts for the installation of the new ArtScape banners.
- Met with Special Event Coordinator to work on planning for upcoming events including Kidzfest on May 18.
- Held internal Events Team Meeting to discuss City services for upcoming events.
- Worked with event organizers regarding the Special Event Permit application and outstanding information.
- Participated in Professional Development Training provided by National Main Street paid for by Virginia Main Street.
- Participated in Apple Blossom Planning Meeting.

Planning

- Staffed the April 16th regular Planning Commission meeting where a Conditional Use Permit was recommended for approval for a conversion of ground-floor space at the rear of a building at 117 S. Loudoun Street with conditions. The Commission likewise recommended approval of two text amendments presented by the Director of Zoning and Inspections. The Commission also discussed Corridor Enhancement (CE) District regulations pertaining to expanding the opportunity to have more than three colors on the exterior walls of buildings and conducted preliminary review of murals that had been applied to a building on Valley Avenue without CE approval.
- Prepared updated agenda items for the April 23rd City Council work session, including items recommended by the Planning Commission.
- Along with the Communications Director, attended the April 15th meeting of the 275th Anniversary Committee.
- Together with the City Manager, attended the April 17th Metropolitan Planning Organization Policy Board where a 20-day public comment period was approved for the upcoming Unified Planning Work Program (UPWP) which includes proposed funding for a study of the Mall Blvd intersection at Millwood Avenue as well as funding for a Bike Share program in Winchester.
- Worked with the Chief Financial Officer and Communications Director to finalize and post the on-line OpenGov Citizen Survey to gain early input on the update to the Comprehensive Plan.
- Staffed the April 18th Board of Architectural Review meeting.
- Continued work to prepare a historical interpretive marker about Spottswood Poles to be installed at Jim Barnett Park by the June 14th Spottswood Poles Night at Bridgeforth Stadium.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 124 building permit inspections and issued 36 building/trades permits (\$224,596 valuation)
 - 104 code enforcement inspections and initiated 32 new cases
 - 5 new business reviews (4 Certificates of Business, 1 Certificate of Home Business)
- Removed 5 signs from the public right-of-way (YTD=86).
- Attended Planning Commission meeting. The Commission held public hearings on two zoning ordinance text amendments. One amendment (TA-19-128) is privately initiated and pertains to signage allowances in the Corridor Enhancement overlay district, and the second amendment (TA-19-194) is publicly initiated and pertains to the elimination of specific by-right and conditional uses in the M-1/M-2 districts.
- Attended:
 - Apple Blossom Festival special event planning meeting.
 - INSIGHT Academy graduation

Permit #	Type	Address	Description	Value
19 00001002	DECK	407 S WASHINGTON ST	REPAIR OF FRONT PORCH	\$50,000
19 00000205	PLBG	210 N WASHINGTON ST	NEW FIXTURES	\$5,000
19 00001074	DECK	925 OPEQUON AVE	ENCLOSE DECK	\$2,840
19 00001043	MECH	2336 STONERIDGE RD	REPLACEMENT UNITS	\$10,000
19 00001071	DECK	644 FAIRVIEW AVE	PUT ROOF OVER DECK	\$1,000
19 00000970	NRRM	621 W JUBAL EARLY DR	CREATE CAST OPENING	\$2,895
19 00000037	PLBG	11 13 GIBBENS ST	SEWER SERVICE	\$0
19 00000797	DEMO	1 W GERRARD ST	INTERIOR DEMO APT 2	\$2,000
19 00001102	ELEC	2350 S PLEASANT VALLEY RD	120V CIRCUIT	\$25,000
19 00000617	RREM	1 W GERRARD ST	REMODEL APT 1	\$10,000
19 00000617	PLBG	1 W GERRARD ST	REMODEL APT 1	\$3,000
19 00000796	RREM	1 W GERRARD ST	REMODEL APT 2	\$15,000
19 00001159	BLDG	525 W CLIFFORD ST	REMOVE UNDERGROUND OIL TANK	\$2,500
19 00001050	ELEC	6 W CECIL ST	REMODEL APT 1 - 17-1022	\$15,000
19 00000796	PLBG	1 W GERRARD ST	REPLACE FIXTURES	\$5,000
19 00000670	ELEC	404 LANNY DR	SOLAR PANELS	\$26,640
19 00000667	ELEC	1201 WHITTIER AVE	REMODEL	\$1,000
19 00001103	ELEC	35 W BOSCAWEN ST	ADD 5 RECEPTACLES	\$0

Permit #	Type	Address	Description	Value
19 00001157	PLBG	810 MAHONE DR	EXPANSION TANK	\$3,686
18 00001669	ELEC	947 KINZEL DR	REMODEL	\$2,000
19 00001173	NGAS	2052 HARVEST DR	REPLACE WATER HEATER	\$0
19 00001049	ELEC	633 FAIRVIEW AVE	REPLACE PANEL	\$1,500
19 00000796	MECH	1 W GERRARD ST	NEW HEAT PUMPS & A/C	\$7,500
19 00001051	ELEC	6 W CECIL ST	REMODEL APT 2 - 17-1022	\$10,000
19 00000617	MECH	1 W GERRARD ST	REMODEL APT 1	\$4,000
19 10000038	PSDM	151 N LOUDOUN ST	DISPLAY OF MERCHANDISE	\$25
19 00001073	BLDG	117 E LEICESTER ST APT 2	INSTALL DRYWALL	\$3,500
19 00001179	MECH	447 N LOUDOUN ST APT 4	REPLACE INSERT & LINERS	\$3,000
19 00001171	AMUS	623 N PLEASANT VALLEY RD	INFLATABLE FOR 4/14/19	\$0
19 00001188	PLBG	22 JIGSAW PL	REPLACEMENT W. HEATER	\$60
19 00001184	MECH	2547 MIDDLE RD	REPLACE HEAT PUMP	\$6,700
19 00001179	NGAS	447 N LOUDOUN ST APT 4	REPLACE INSERT & LINERS	\$825
19 00001188	NGAS	22 JIGSAW PL	REPLACEMENT W. HEATER	\$1,000
19 00001173	PLBG	2052 HARVEST DR	REPLACE WATER HEATER	\$1,725
19 00001161	NR	948 N BRADDOCK ST	REPAIR/REPLACE SHINGLES	\$100
19 00001181	PLBG	512 COURTFIELD AVE	LAUNDRY HOOKUP	\$600
Total: 37				\$224,596

Public Services

- The installation of the automated safety bollards on both ends of the Pedestrian Mall is nearing completion and the bollards will be fully operational before the Wine Festival on Friday, April 26.
- Completed street paving on westbound Jubal Early Drive between the bridge over the railroad tracks and S. Loudoun Street, and on Opequon Avenue between Cork and Hollingsworth.
- Held the mandatory pre-bid meeting for the project to construct the pre-fabricated metal fire training building with six contractors in attendance.
- Striped Harvest Drive between Cedar Creek Grade and Jubal Early with double yellow centerlines and white edge lines.
- Repaved intersection of Washington and Clifford, and the drainage at the intersection has been significantly improved.
- Attended the regular board meeting of the Frederick-Winchester Service Authority.

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	1.31	2.31	Lane miles
	Potholes repaired	0	70	#
	Mowing	6.47	6.47	Acres
	Miles of streets swept	71	643.70	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	3	74	#
	Trees trimmed	1	70	#
	Stumps removed	5	111	#
Traffic	Street signs Installed/replaced	7	139	#
	Pavement markings repainted (City)	56	275	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	134.23	1,818	Tons
	Recycling collected	60.93	618.53	Tons
	Large item pickups	8	63	#
Transit	Total passengers	2,887	37,196	#
	Revenue miles pick up/drop off	3,851	54,725	Miles
	Revenue hours pick up/drop off	353.67	4,941.74	Hours
Utility billing	Payments processed	1,210	23,255	#
	New bills mailed out	4,073	22,687	#
	Water services turned off (non-payment)	0	128	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water treatment plant	Average daily water demand	5.95	6.10	Million gallons/day
	Peak daily water demand	6.18	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	7.81	9.96	Million gallons/day
	Peak daily flow treated	9.50	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	1,163	23,675	#
	Fire hydrants flushed	51	106	#
	Sewer mains cleaned	1,743	39,260	Linear feet
	After-hours call outs	3	98	#
Engineering	Site plans reviewed	1	18	#
	Floodplain permits issued	1	41	#
	Utility as-builts reviewed	1	4	#
	Right-of-way permits issued	10	64	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	50	727	#
Facilities Maintenance	Erosion and sediment notices to comply	2	8	#
	Work requests completed	20	317	#
	Special events assistance	2	6	#
Equipment maintenance	Maintenance of pedestrian mall	38	479	Staff hours
	Total repairs completed	17	1,202	#
Winchester Parking Authority	Work requests completed	7	115	#
	Special events - assistance provided	0	9	#
	Vandalism or property damage issues	0	7	#
	New monthly rentals	24	103	#
	Monthly rental cancellations	1	38	#
	Hourly parkers (all four garages)	3,316	41,197	#
	Park-Mobile transactions	668	9,217	#

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	4,422
Water service lines replaced (number)	1	345
Water meters replaced (number)	11	908
Sanitary sewer mains replaced/lined (linear feet)	0	186
Sanitary sewer laterals replaced (number)	0	78
Sanitary manholes replaced (number)	0	23
Sidewalks replaced (linear feet)	390	6,696

Social Services

- Received 88 Benefit Program applications: 27 SNAP, 50 Medicaid, 6 TANF, 0 VIEW, 5 Child Care, 0 Auxiliary Grant, 0 General Relief, 0 Home Energy Assistance Program
- Provided case management to:
 - 3,434 Medicaid cases
 - 1,603 SNAP cases
 - 64 TANF cases
 - 17 Auxiliary Grant cases
 - 40 individuals receive VIEW services
 - 51 families/106 children receive Child Care Subsidy Assistance (55 families/94 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	161/123
Child Protective Service referrals	10
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	54
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	52/0
Child Protective Service (CPS) case management load	56

Weekly Activity	#
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/1/18
CPS family assessments & investigations of alleged maltreatment	66
Family Service intakes	2
Adult Protective Service referrals	3
Adult services case management load	8
Adult guardianships/cases	2/66
Adult Protective Service investigations/intakes	34/9
Family Services Prevention case management load	4
Uniform Assessment Instrument screenings	0

Support Services

Innovation & Information Services

- Met with Transportation division and Public Works to discuss traffic camera integration into GIS based application. Tested feeds embedded in web page through local third party application.
- Beginning GIS data QAQC for Next Generation 911 Project.
- Created Spatial VIEW for Parcels and CAMRA database.
- Corrected network port settings on Arts and Crafts room network port for AARP at Parks.
- Continued efforts regarding the Middletown Water Treatment Plant network transition.
- Assisted traffic division with ISP switch over.
- Ran cable for Council Chambers equipment with help of Facilities staff.
- Scheduled Leightronix upgrade/configuration/training for May 29th.
- Started deploying iPads for Fire and Rescue.
- Assisted Motorola Solutions with update to Crimereports.com daily upload process.
- AT&T completed the Business Messaging service configuration for police and fire personnel to allow quicker texting capability using our CAD system.
- Continued to work with Paymentus and inHance for utility bill auto-pay resolution.
- Continued work on required Personal Property changes.
- Continued detail plan for NaviLine upgrade.
- Worked with OpenGov on first data set for non-financial reporting (OpenData portal).
- Procured new wireless access points to enhance coverage in City Hall.

Parks & Recreation

- Accepted applications for Lifeguard, Recreation Center Attendant, Summer Child Care Assistants, and Seasonal Maintenance Technicians.
- Accepted Summer Camp Registrations; program is now full.
- Distributed the Summer Activity Guide.
- Opened the Dog Park to the public for free (membership no longer needed).
- Attended Park Maintenance Building project meeting.
- Visited the Youth Development Center (YDC).
- Hosted the Apple Blossom planning meeting and the INSIGHT Citizen's Academy graduation.
- Held HIVE No School Day, the Hat Volleyball Tournament, Easter Bunny Eggactivities program.
- Reviewed utilization of Active Living Center for Community Safety Fair Inclement Weather location.
- Met with the Winchester Star advertising team to discuss Wilkins Lake anniversary observance ads.

Communications

- Distributed the April 17, 2019 CitE-News issue.
- Handled 8 media requests for City information and staff interviews and 7 media requests/1 interview for WPD.
- Handled or began processing 6 FOIA requests.
- Helped organize and photograph/video the Cookies with a Cop event at the Active Living Center. Created a recap video for social media.
- Created an appreciation video with the Fire Department for the Emergency Communications staff during National Public Safety Telecommunicators Week.
- Continued editing the Social Services job preview video.
- Filmed and edited the next episode of publiCITY that explains upcoming downtown infrastructure improvements and provides a demo of the Mall safety bollards. The episode will be released on April 24.
- Created a flyer for the City's Arbor Day celebration on April 27 at Frederick Douglas Park.
- Attended the 275th anniversary planning committee meeting. Began designing a rack card.
- Prepared for and held the 14th annual INSIGHT Citizen's Academy graduation.
- Attended the EDA meeting.
- Attended a meeting concerning the Mayor's new Healthy City Initiative.
- Attended launch update meeting with Citibot representatives. Texting program coming soon.
- Completed the design of the Loudoun Street Mall safety bollards utility cabinet wraps with help from Tourism staff.
- Updated the park website with summer program information.

Date	City of Winchester News Releases
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4/15	Jim Barnett Park Dog Park is now open to the public - read
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Date	Segments on WDVM
4/15	Winchester dog park opens to the public - watch
4/17	Winchester recognizes 911 dispatchers for their heroic efforts - watch

Date	Articles in <i>The Winchester Star</i>
4/16	Police: Father charged after young kids found wandering
	Getaway driver in taxi robbery gets 18 months
	Woman injured in alleged domestic assault
	Usage fees eliminated for Winchester dog park
4/17	City to grant baseball's Poles long overdue honors
	Bogus check tried to tap into Winchester EDA bank account
	Commentary Open Forum: Sexual violence survivors
4/18	Mural's fate uncertain as officials review zoning rules
4/19	Regional Jail passes \$22.8M budget